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**JANUARY
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JUNE**



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GOVERNMENT

**FOUNDATIONS
OF SUPERVISION**

**ADVANCED
SUPERVISION**

EMPLOYEES

**MANAGEMENT
DEVELOPMENT**

**INTERPERSONAL
COMMUNICATION**

MANAGEMENT

**COMMUNICATION
SKILLS**

sponsored by

**THE DIVISION OF
EMPLOYEE
DEVELOPMENT**

SEMINARS

of the

**STATE OF ILLINOIS
DEPARTMENT
OF PERSONNEL**

William J. Boys, Director

GENERAL INFORMATION

The 1980 Management Seminars reflect a format sequentially arranged in such a way that training is provided on four levels of management.

For example, a person about to assume responsibilities as a supervisor (or those with less than a year in supervision) may enroll in "Foundations of Supervision." The more experienced supervisor, sensing a need for new viewpoints or a refresher course, may enroll in "Advanced Supervision." Each workshop consists of two action-packed and fact-filled days.

The three-day "Management Development Seminar" addresses itself primarily to professional managers, with concentration on their problems, challenges and goals---and how to provide leadership and support for their employees.

Efficiency and economy in State government--plus expertise in interpersonal relations--are important goals for all employees, particularly those in supervisory and managerial positions. These seminars emphasize such goals and seek to enhance the leadership skills of participants and to explore the behavioral science foundations upon which sound practice is built.

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

The Department of Personnel reserves the right to cancel or postpone seminars for which there is insufficient registration.

TIME SCHEDULE

Springfield programs meet 9:00 a.m. to 4:30 p.m. in room 504 William G. Stratton Building, Spring and Monroe Streets. Chicago programs meet 9:00 a.m. to 4:30 p.m. at DePaul University, 25 East Jackson Blvd. The officer at the door will have the room assignments. Informal attire is suggested.

Note: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.

Applying for Registration

Registrations are handled by mail. The tear-off application should be submitted promptly since some seminars are likely to be oversubscribed.

Please follow carefully the directions on the application form since it will also be used to notify applicants of action taken. Additional copies may be reproduced.

Other Programs Offered by the Division of Employee Development

One-Day Management Seminars

In addition to the programs cited above, many single day seminars dealing with four specific areas of management will be given throughout the State of Illinois--in Peoria, Chicago, Elgin, Springfield, and Edwardsville. Known as the "Statewide Employee Effectiveness Seminars," they are open to both state and local government personnel.

New Programs - 1980

Newly added to the curriculum this year are the "Effectiveness Training Courses." Most topics in this series are primarily geared to meet the needs of the supervisory-managerial work force. This series, open to State government employees only, will be conducted in Springfield.

Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is conducted in Springfield and begins in February, 1980. These one-day conferences, beginning at 9 a.m., are held at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$15 charge for each institute. Tickets must be secured in advance.

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* COURSE DESCRIPTIONS *

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision--or those "on the way up"--with the basic responsibilities required of a supervisor.
- Provide new insights in "people management functions"--leadership, communications, motivation and appraisal.
- Teach supervisors to work smarter--not harder --to achieve organizational goals.

Content:

Supervision as an earned responsibility
Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Understanding human behavior

Values in transition

Achieving two-way communication

The planning process

The importance of setting objectives

Organizational goals and strategies

Coordination and control functions

Activity vs. results-oriented supervision

January 7, 8 - Springfield

February 13, 14 - Springfield

March 5, 6 - Chicago

April 22, 23 - Chicago

May 7, 8 - Springfield

June 18, 19 - Springfield

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.
- Enhancing the skills of a supervisor as an effective leader, communicator and planner.

(continued on reverse)

(Please print name and address on reverse side.)

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (If not printed in box) _____

Office phone: AC ____/____ Title of Seminar _____

Date of seminar _____ Payroll title _____ Time in title: ____ yrs. ____ mos.

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by: _____

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SIGNATURE - AGENCY APPROVAL _____

Note: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

**Illinois Department of Personnel
Division of Employee Development
504 William G. Stratton Building
Springfield, Illinois 62706**

(This section for office use only.)

- ☐ You are accepted and registered in the seminar of your choice.
- ☐ We are sorry but the seminar was filled prior to receiving your application.
- ☐ We regret that this seminar had to be cancelled/postponed.
- ☐ Application returned. (See remarks.)

Remarks:

- Techniques in developing a work climate which will foster job effectiveness through team effort.

Content:

Objectives of organizational communications
 What a good communications program requires
 Leadership styles--models and meanings
 Project management
 Building a favorable organizational climate
 Performance review
 Standard personnel practices
 Projective planning and priority setting
 Formulating meaningful objectives

January 16, 17 - Springfield

March 5, 6 - Chicago

March 20, 21 - Springfield

April 16, 17 - Springfield

May 28, 29 - Chicago

June 16, 17 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed FOR:

- Managers whose scope of responsibility requires a broad understanding of organizational goals and how to achieve them.
- Developing expertise in the application of behavioral science concepts and techniques to managerial problems and processes.
- Determining and analyzing participants' management styles in their current job assignments.

Content:

Managers are in the "people business"
 Human nature and organizational realities
 The purpose and scope of organizational development
 The Managerial Grid
 Management styles
 Motivation in modern management
 Equal employment concepts

MANAGEMENT DEVELOPMENT Dates:

February 4, 5, 6 - Springfield

March 17, 18, 19 - Springfield

April 22, 23, 24 - Chicago

June 2, 3, 4 - Springfield

UNIVERSITY OF ILLINOIS-URBANA



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INTERPERSONAL COMMUNICATION

State employees on all levels who desire to improve their communication skills should profit from this seminar. Lectures, visuals and group activities center on developing interpersonal relationships, listening ability, non-verbal and face-to-face communications. Barriers to effective communication--and how to overcome them--are discussed.

January 9, 10 - Springfield

February 20, 21 - Springfield

April 14, 15 - Springfield

May 28, 29 - Chicago

June 9, 10 - Springfield

COMMUNICATION SKILLS

Communicating effectively has sometimes been cited as the most important function of supervisors and managers. This workshop deals with both oral and written communication. Correct usage, style and format for business letters and memos constitute one unit. The second part stresses principles of effective speaking, including organization of presentations, voice modulation, use of notes and visual materials.

February 25, 26

May 12, 13

June 11, 12

(Offered only in Springfield)